

DEPARTMENT OF ADMINISTRATIVE SERVICES

JOB OPPORTUNITY

CONNECTICUT CAREERS TRAINEE – TARGET CLASS OF FISCAL ADMINISTRATIVE OFFICER

Fiscal Division – Accounting Services and Purchasing Units

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates possess a Bachelor's Degree or Master's Degree in public administration, business administration or accounting.

Location: Hartford

Job Posting No: 00003357, 00034368, 00034675,

Hours: 40 hours Work Week

Salary: Bachelor's Degree \$43,353 or Master's Degree \$44,920

Closing Date: **November 12, 2013**

The Department of Administrative Services (DAS) is currently recruiting for **3 Fiscal Administrative Officers (to be under-filled at the Connecticut Careers Trainee level)**. These positions will be located in either the Accounting Services or Purchasing Unit of the Fiscal Services Division. At the Connecticut Careers Trainee level this position is accountable for mastering the skills necessary to satisfactorily complete the training program for the target class of Fiscal Administrative Officer.

Eligibility Requirement: Candidates must have a 4 years Bachelor's Degree or a Master's Degree in public administration, business administration or accounting.

Example of Duties: Will research and prepare detailed financial reports; Utilizes EDP systems for financial records, reports and analyses; reviews various contracts, prepares various financial statements and statistical or narrative fiscal/administrative reports; will perform a diverse range of accounting functions, covering budget projections and forecasting, accounts payable and accounts receivable transactions, payroll reimbursements, travel policies and procedures, and general ledger adjustments, perform technical purchasing tasks such as soliciting bids and recommending contract awards; assists in formulation of policies and procedures relating to area(s) of responsibility and implementation of such policies and procedures.

Preferred Skills and Abilities: Experience with Microsoft Office Suite including Excel and Word. Attention to detail; Experience with CORE-CT or PeopleSoft application; Oral and written communication skills, and Relationship skills including the ability to provide customer service to internal and external customers.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Examination or Employment (CT-HR-12) and the last 2 performance appraisals if a current State employee to:

DEPARTMENT OF ADMINISTRATIVE SERVICES
165 Capitol Avenue, 5th Floor East
Hartford, CT 06106
Attn: Eileen Morin

OR FAX to 860-622-2834

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.